

**Delaware Department of Safety &
Homeland Security e911**

Meeting Minutes

Printed : 11/8/2018 12:25 PM EST

**Enhanced 9-1-1 Emergency Services
Board**

06/28/2018 02:00 PM

Dover PD

Dover Delaware 19904

Attendees

Voting Members

Mr. Lewis Briggs
Mr. James Collins, Delaware Chief Information Officer
Mr. Robert Coupe
Mr. Edward Marecki
Mr. Michael Vincent
Dave Roberts

1. Call to Order/Welcome-Secretary Coupe
Call to order
2. Introductions/ Secretary Coupe
3. Approval of Minutes/ Secretary Coupe
Motion made by: Mr. Edward Marecki
Motion seconded by: Mr. Lewis Briggs
Voting
Unanimously Approved
4. 2018 Expense Report/J Gilliams
5. New Business
 - A. E911 Meeting Locations/Ed Marecki
Motion made by: Mr. Edward Marecki
Motion seconded by: Mr. Lewis Briggs
Voting
Unanimously Approved

Voting Voting

Unanimously Approved

B. E911 Office Budget

Board Approved e911 office budget of \$60,000. This budget will cover all travel/office supplies/training.

Motion made by: Mr. James Collins

Motion seconded by: Ed Marecki

Voting

Unanimously Approved

C. E911 Office 2019 staffing additions

a. E911 Technical Advisor

The Technical Advisor will manage the day to day CAD hardware requests and maintenance. They will supervise the two network engineers currently supporting the CAD infrastructure. James Collins motioned to approve both support contact positions contingent that DTI review scope of work. Lewis Briggs seconded the motion

Motion made by: Mr. James Collins

Motion seconded by: Mr. Lewis Briggs

Voting

Unanimously Approved

b. Telephony Engineer

The telephony engineer will assist in managing the 3.4 million dollar West contract. They will be utilized to give consultation to improve the telephony currently utilized. They will also offer recommendations for continued progress in the develop of nextgen911. When telephony emergencies arise the telephony engineer will be asked to support the cause and remedy of any emergency issues. James Collins motioned to approve both support contact positions contingent that DTI review scope of work.

Motion made by: Mr. James Collins

Motion seconded by: Mr. Lewis Briggs

Voting

Unanimously Approved

D. 911 System assessment

The board agreed with the contingency that Sussex County's CAD system also be included in the infrastructure testing.

Motion made by: Dave Roberts

Motion seconded by: Mr. Lewis Briggs

Voting

Unanimously Approved

E. Rave Panic Button/John Gilliams/A. Eisenmann

The Rave panic button will be discussed further following the status of the Delaware Code, HB49. More information on the use of a panic button throughout the public school system will need to be identified.

6. Developing Strategic Plan for Projects- John Gilliams

A. EPD Training/J. Mulford & Kevin Sipple

Motion made by: Mr. Edward Marecki

Motion seconded by: Dave Roberts

Voting

Unanimously Approved

B. Administrative Lines

Motion made by: Mr. Michael Vincent

Motion seconded by: Dave Roberts

Voting

Unanimously Approved

7. Administrator Briefing
8. Public Comment
9. Motion to Adjourn/Secretary Coupe

At 4:31 PM Secretary Coupe made a motion to adjourn. James Collins seconded the motion.